



TIMESHEETS

- By Project for the Total Time Period
- Hourly Rates for Each Employee
- Signed/Approved by Manager
- Please Block Out Sensitive Information



TIMESHEETS

-Proof of Paid Wages

1. Copy of Pay Stub
2. General Ledger

Timesheet Example:

Employee: _____ Pay Period: _____

Dept: _____ Job Title: _____ Pay Rate: _____

	SAT	SUN	MON	TUE	WED	THU	FRI	Total Hrs Worked
Date	06/28/08	06/29/08	06/30/08	07/01/08	07/02/08	07/03/08	07/04/08	
Project A				8				8
Project B					8	8		16
Transit			8					8
Sub Total	0	0	8	8	8	8	0	32

Annual 0
 Holiday 8
 Sick 0
 Other 0
 Total
 Hours 40

Manager Approval _____

INDIRECT RATES

- Letter of Approval from the CDOT Audit Department
- Clear Documentation of Calculation and Rate Used
- Proof of Payment



EXPENSES

-Invoice/Receipt Copy for Each Expense Submitted

Note: Statements, Memos or Emails Do Not Satisfy this Requirement



EXPENSES

- Invoice/Receipt Copies Marked Approved for Payment with a Signature
- Clear Documentation for Expenses Split Between Grants and/or Projects



EXPENSES

-Proof of Payment

Note: If More Than One Check is used to Pay an Invoice, Please Provide All Check Copies



IN-KIND

- Documentation that In-Kind is Approved by a Federal Agency and CDOT
- General Ledger Showing In-Kind Received and Expensed When Used



IN-KIND

-Drawdown Schedule Showing Beginning
In-Kind Balance Less Usage = Remaining
Balance

In-Kind Drawdown Schedule

Example:

Beginning Approved Land Balance	\$25,000
Invoice 07/01/08	\$(5,000)
Invoice 08/01/08	\$(5,000)
Remaining Land Balance	\$15,000